From the Director’s Office

Aloha kākou,

I am excited to announce that the myGRANT 6.0 user interface upgrade will go live on November 2, 2015. Thank you to everyone in the research community who participated in the process to make myGRANT a better system for our end users. I would especially like to thank the faculty and staff who took time from their busy schedules to provide valuable feedback throughout the past two-year implementation period including faculty surveys, system design, and functional testing. Your feedback and support are valuable and truly appreciated. I would also like to thank our dedicated ORS myGRANT technical and functional teams on their tireless work to implement this major upgrade on schedule. Key changes, what you will need to do to prepare for the release, and other details are listed in the article below.

Also included in this month’s newsletter are information on significant changes to the National Science Foundation proposal and award policies and procedures guide for 2016, increase in threshold for subrecipient’s certificate of current cost and pricing data, Intergovernmental Personnel Act (IPA) agreements, and clearing “hanging” encumbrances on extramural accounts. Further, proposed federal research terms & conditions to implement the Office of Management and Budget Uniform Guidance (2 CFR 200) are now available for public comment. Comments are due by December 14, 2015. Please see details in the article below.

Mahalo,

Yaa-Yin Fong
Director
myGRANT 6.0 Goes Live on November 2, 2015

We are excited to announce that the myGRANT 6.0 upgrade will go live on Monday, November 2, 2015. Many new and improved features are included in this redesign to make the system more user friendly and intuitive. We would like to thank everyone who participated in the community hands-on period for their support and feedback.

Starting at 5:00 pm on Friday, October 30, 2015, myGRANT will NOT be available. We will be taking down the myGRANT system for the weekend to implement the upgrades. While this upgrade will be seamless to users, we ask that you plan accordingly. If you plan to submit a proposal that is due within the first week of November please notify your assigned ORS Specialist as soon as possible. This will assist ORS in ensuring the successful submission of your proposal without delay during the transition.

If you entered a “live” proposal into the community hands-on demo system, you should have received an email with the procedure to transfer proposals into the production system, if you so desire. Otherwise the system will be decommissioned after the myGRANT 6.0 implementation. Please contact the ORS Helpline helpline@ors.hawaii.edu if you have not received the information.

What is different about myGRANT 6.0?

While all of the data capture fields remain the same, the look and feel has been redesigned to be more intuitive to end users. Here are some of the key changes included in myGRANT 6.0:

- Redesigned to be more user friendly and intuitive.
- Left hand navigation; no tabs and show/hide buttons.
- Linear navigation through proposal creation.
- Quick access to proposal tools on every screen.
- Predictive searching for sponsor fields.
- Focused pop out windows.
- Streamlined lookups and upload process.

Will my saved/enroute/final proposals be available in myGRANT 6.0?

Yes, the transition should be seamless. All proposals in the current version, myGRANT 5.1.1, will rollover to myGRANT 6.0 over the weekend of October 31, 2015. On Monday, November 2, 2015, all proposals will be available in the same status and/or routing state they were in before the upgrade. The cutoff for making any changes to pending proposals will be 5:00 pm on Friday, October 30, 2015.

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myGRANT 6.0 will go live on November 2, 2015 (continued)

Do I need to do anything to prepare for the release?

If you are planning to submit a proposal that is due in the beginning of November, please give yourself enough time to:

1. Complete your proposal development document in the current version of myGRANT before 5:00 pm, Friday, October 30, 2015,
   OR
2. Allow adequate time to prepare your proposal development document in myGRANT 6.0 once released on Monday, November 2, 2015.

While we perform the upgrade, the myGRANT system will NOT be available from 5:00 pm October 30, 2015 to midnight on November 1, 2015. Please plan accordingly and notify your assigned ORS Specialist for any upcoming proposals due during the transition.

Do I need to attend training before using myGRANT 6.0?

No. The new system is much more intuitive than the current version and should not require any additional training if you are currently using myGRANT. However, monthly demo sessions will be available on ORS’ website for anyone who is interested after the release.

As always, if you have any questions you can contact the ORS helpline at helpline@ors.hawaii.edu or (808) 956-5198.

National Science Foundation Proposal and Award Policies and Procedures Guide
Significant Changes for 2016

Effective January 25, 2016, the revised National Science Foundation (NSF) Proposal and Award Policies and Procedures Guide (PAPPG) will go into effect. Some of the significant changes affecting proposals and awards include:

- 5:00 pm submitter’s local time will be the standard for all submissions. NSF is removing the usage of other than 5:00 pm submitter’s local time in solicitations and will begin to auto-enforce the deadline time.
- Language has been removed regarding individual solicitations specifying different type size, margin and spacing requirements.
- The Authorized Organizational Representative (AOR) provides proposal certifications upon submission of all proposals, including preliminary proposals.

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National Science Foundation Proposal and Award Policies and Procedures Guide
Significant Changes for 2016 (continued)

- Collaborator and Other Affiliation Information has been removed from the Biographical Sketch and will now be submitted as a single copy document for each individual identified as senior personnel with no page limitation (page limitation for the Biographical Sketch remains two pages).
- Clarification for Results from Prior NSF Support:
  - Identify any principal investigator (PI) and co-PI that has received NSF funding with a start date within the past five years; and
  - Provide examples of the types of NSF awards included as prior support (standard/continuing grants, conference, Graduate Research Fellowship, Major Research Instrumentation, etc.)
- Biographical Sketches and Current and Pending Support may no longer be grouped together and submitted as a single PDF file (for automated compliance checking).
- Additional information is provided regarding the types of costs appropriate for conference proposals [this was previously included in the Award and Administration Guide (AAG)].
- Internal institutional resources has been added to the listing that must be included in Current and Pending Support. The proposed project must also be included in Pending Support.
- Clarification has been provided regarding the type of information in the Project Description necessary regarding the use of vertebrate animals.
- NSF implementation of Dual Use Research of Concern (DURC) has been incorporated.
- Language has been added regarding NSF’s implementation of the Federal Awardee Performance and Integrity Information System.
- Post-award Notification and Request instructions have been revised to specify that they must be signed and submitted by the AOR.
- Public Access Implementation is incorporated into the AAG, with a link to the award terms and conditions containing an article implementing public access requirements.

If you have any questions, contact your assigned ORS Specialist (the school assignments can be found at: http://www.ors.hawaii.edu/index.php/ors-assignments).

Proposed Federal Uniform Guidance Research Terms & Conditions Available for Public Comment

Proposed Federal Research Terms & Conditions to implement the Office of Management and Budget Uniform Guidance (2 CFR 200) are now available for public comment. The proposed terms and conditions may be downloaded and viewed from the following link: http://www.nsf.gov/bfa/dias/policy/fedrtc/draftRTC_2015.pdf. The specific Federal Register Notice and previous versions of the terms and conditions are posted at http://www.nsf.gov/awards/managing/rtc.jsp, and a summary of the request for public comment is available at https://federalregister.gov/a/2015-26090.

According to the Research Terms and Conditions (RTCs) Committee of the Research Business Models Interagency Working Group (RBM), the terms and conditions are intended to apply to research and research-related grants made by the following awarding agencies to institutions of higher education and non-profit organizations:

- Department of Commerce/ National Oceanic and Atmospheric Administration and National Institute of Standards and Technology;
- Department of Energy;
- Environmental Protection Agency;
- National Aeronautics and Space Administration;
- National Science Foundation;
- Department of Health and Human Services/National Institutes of Health;
- Department of Agriculture/National Institute of Food and Agriculture;
- Department of Transportation/Federal Aviation Administration; and
- Department of Homeland Security.

On behalf of the RBM, the National Science Foundation (NSF) has agreed to continue to serve as the sponsor of the updated version of these RTCs.

**Comments are due by December 14, 2015.** A request has been made to submit comments electronically to ensure timely receipt. Comments should be addressed to Suzanne H. Plimpton, Reports Clearance Officer, Office of the General Counsel, National Science Foundation, at splimpto@nsf.gov. Please include “Research Terms and Conditions” in the subject line of the email message. The full body of your comments should be included both in the text of the email message, and as an attachment, and the email should also include your name, title, organization, postal address, telephone number, and email address.

After obtaining and considering public comments, the RBM will prepare the format for final clearance.

For more information on the Research Terms and Conditions, contact Jean Feldman, Head, Policy Office, Division of Institution & Support, National Science Foundation at jfeldman@nsf.gov.
**Increase in Threshold for Subrecipient's Certificate of Current Cost and Pricing Data**

Our September 2015 newsletter included an article on the requirements for obtaining the Subrecipient's Certificate of Current Cost and Pricing Data (FAR 15.406-2). Please note that effective October 1, 2015 the threshold for this certification has increased from $700,000 to $750,000, as a result of the Final Rule to adjust statutory acquisition-related thresholds for inflation.

Should you have any questions, please contact Dawn Kim, Compliance Manager at dawnkim@hawaii.edu, or (808) 956-0396.

**Intergovernmental Personnel Act (IPA) Agreements**

Many federal agencies offer Intergovernmental Personnel Act (IPA) agreements with universities to allow for the temporary assignment of university personnel at federal agencies for a specific period of time. These agreements reimburse the university for the amount paid by the university to an employee at their salary and fringe benefit levels while on temporary assignment. In some cases, other agreed upon costs will also be reimbursed, such as travel.

When a university employee is approved to participate in this program, the IPA should be processed via the myGRANT system by creating and routing a proposal development record. You must also remember to include the federally approved indirect cost rate in your budget for the IPA, which is currently 4.30% through June 30, 2017. You can view the negotiated rate at http://www.ors.hawaii.edu/index.php/apply/budget-development/indirect-costs.

Once the myGRANT proposal development record is fully routed and approved, ORS will review and sign the IPA and forward it to the agency. Once the IPA is fully executed, your fiscal administrator should work with ORS accounting to establish the appropriate account.

If you have any questions, please contact your assigned ORS Specialist at http://www.ors.hawaii.edu/index.php/ors-assignments.
Clear “Hanging” Encumbrances on Extramural Accounts

As part of the award closeout process, ORS checks that there are no purchase order (PO) encumbrance balances (EX) or pre-encumbrance (PE) balances on project accounts. However, in the past, this process did not check that encumbrances were properly disencumbered in Kuali Financial System (KFS), only that the overall encumbrance balance on the account was zero. As a result, many accounts were closed with offsetting (debit/credit offsets) encumbrances. The offsetting encumbrances were largely due to efforts by fiscal administrators (FAs) to clear stale encumbrances.

Clearing stale pre-encumbrances is straightforward in KFS: On the pre-encumbrance e-Doc within the Accounting Lines section there is a line to enter dis-encumbrances. The data that is required to be entered in this section to should be familiar to FAs (i.e. Chart Code, Account Number, Object, Amount). In addition there is a field to enter a Reference Number. Use this field to enter the eDoc number that was used to create the pre-encumbrance. The reference number must match the original encumbrance reference number exactly. If there is any question regarding the correct reference number to use when dis-encumbering the FA can look this up on the Open Encumbrances Lookup (under KFS Main Menu>>Balance Inquires>>General Ledger). To see all of the open encumbrances, including pre-encumbrances, on an account clear the Balance Type field (default is EX).

ORS has now completed clearing many accounts with stale and/or offsetting encumbrances. Going forward, as extramural accounts are closed ORS will check to ensure that there are no encumbrance balances and/or offsetting encumbrances on project accounts. If there are pending or “hanging” encumbrances, the ORS accountant will request the FA to clear the open encumbrance; or, if there is a problem with clearing the open encumbrance (i.e. negative encumbrances), to submit a SIMP ticket to ORS-Bob Roberts and he will work with FAs to clear the balances. In general, for negative encumbrances ORS assistance will be necessary.

To successfully use the “Disencumbrance” line(s) on the Pre-encumbrance eDoc the reference number field must be completed and it must match the reference number used to create the original pre-encumbrance exactly.

An alternative to manually disencumbering stale encumbrances is to use the Reversal Date field at the time the encumbrance is created. However, the reversal date needs to be entered at the time you create the encumbrance, it cannot be added or changed later. The Reversal Date must also occur in the same fiscal year that the PO or PE was created. Further, KFS will allow manual disencumbrances to post even if an auto-reversal of the encumbrance has been processed. For these reasons most departments/offices are not using the Pre-encumbrance reversal date field in KFS, and are waiting for the purchase or expense to post to KFS and then dis-encumbering any remaining balances manually.

If you have any questions regarding this article please contact Bob Roberts, Projects Fiscal Accounting Manager, at rroberts@hawaii.edu or call (808) 956-6959.